

AGM 20 July 2018

Venue

100 Temple Street, Bristol, BS1 6AG

Attendees

Executive

- Martin Smith - Chairman - MS
- Kevin Smith - Secretary - KS
- Trish Speirs - Treasurer - TS
- Simon Bailey - Webmaster - SB

Members

- Catherine Warburton - CW

1. Apologies and Introductions

Executive

- None

Members

- Simon Smith
- Nicola Murrish

2. Minutes of the AGM held on 17th July 2017

Minutes agreed.

Proposed: TS

Seconded: MS

3. Matters arising

Quorum

The Association Handbook requires a minimum of five Executive members to be present for a quorum to be reached. The current full Executive of the Severnside and South West Association consists of only five members. The Chairman, with the agreement of the three Executive members present, agreed that decisions made at the meeting would stand as though a quorum was present.

Proposed: TS

Seconded: MS

AGM 20 July 2018

4. Secretary's Report

The Secretary presented his following report to the membership. This is available here:



Secretary Report
2018.pdf

Action points:

1. KS to approach the Wessex and East Midlands Associations for copies of their privacy notices; and
2. KS to send SB the link to the mailing list sign up form; and
3. SB to create new paper based sign up form; and
4. Association rules (save for the type on page one regarding dates) are agreed and to be implemented with effect from 01 Aug 2018; and
5. KS to work with TS to make sample payment to Eventbrite for a sample meeting to determine effectiveness of ticketing and payment solution; and
6. Training to be arranged for students – speak with Wessex – think about David Airey, Simon Bailey and Alistair Townsend – speak with Layla Stephen.

Proposed: TS

Secoded: SB

5. Treasurer's Report

Our Treasurer presented her report to the meeting. Bank balance stood at £1,219.96 at 31 December 2017. As there have been no events between January 2018 and July 2018 this would be the sum that remains in credit in the bank account as at today's date however there are funds received totalling £1,610.00 from our sponsors Bristow & Sutor and Rossendales which will be used to fund attendance at Conference for our students.

TS has been unable to contact the independent examiner so the accounts, as yet, are not audited. A copy of the accounts is attached here:



IRRV Severnside &
South West Assoc Ac

Action points:

1. No longer a requirement to send accounts to HQ; and
2. TS to undertake some soft market testing, and possibly options appraisal, to determine whether there is an alternative avenue for an independent examiner / auditor; and
3. Trish to arrange for accounts to be examined / audited.

Proposed: KS

Secoded: MS

6. Education Issues

Bristol City Council has provided funding for four members of staff to undertake an IRRV course. This progresses well although one student is no longer undertaking the course. We would like to welcome Catherine Warburton to today's meeting, our newest student from July 2018. Some students have recently taken exams and this will be an ongoing process.

There is no Education Liaison Executive member currently; this will be addressed later in the minutes.

7. Annual Conference

Chair and secretary to attend this year along with our students from Bristol City Council who will be in attendance for the whole day on the Wednesday as well as the Awards ceremony on the evening.

For information, Bristol City Council has been selected as a finalist in the category of Revenues Team of the Year.

8. Election of Officers

There being no nominations for positions, officers were elected as follows:

Election of Chair: Martin Smith Tech IRRV

Proposed: KS

Seconded: SB

Election of Secretary: Kevin Smith Tech IRRV MCFI

Proposed: MS

Seconded: CW

Election of Webmaster (Asst Secretary) Simon Bailey IRRV

Proposed: MS

Seconded: TS

Election of Treasurer: Trish Speirs Tech IRRV

Proposed: KS

Seconded: MS

Election of Independent Examiner: Norman Fayers CPFA IRRV (TBC)

Proposed: MS

Seconded: KS

9. Executive Members

There were no applications from other members to join the Executive however Catherine Warburton was offered and has agreed to accept the position of Election of Education and Membership Liaison Officer.

AGM 20 July 2018

Proposed: MS

Seconded: TS

The Executive will consist of the elected officers of the Association as detailed above.

10. Programme

Discussion then turned to the programme for 2018/19 and venues. The Aztec Hotel was suggested for future events as it was well placed for delegates but that the Almondsbury Interchange Hotel was an adequate, and less expensive, venue. The Rougemont Hotel has also been used and is well placed for delegates being opposite Exeter Central Train Station. Other venues were suggested such as the Holiday Inn or the Mount Hotel on J27 of the M5 at Taunton.

It was agreed that the Association should not be too ambitious with its programme and aim to deliver fewer but more topical events as follows:

- **2018 AGM will be held on Monday 20 May 2019 (should be held by 30 June each year) – appointment to follow**
- **Intrum / Hammersmith & Fulham model**
- **Gary Lizzell (Civica) and Alan Sullivan on UC and debt**
- **Alistair Townsend, Gordon Heath and Paul Stevens on NDR, avoidance and evasion**

11. AOB

a. AGM

The secretary to arrange the 2019 AGM for Monday 20 May 2019.